

KAPWA Connection

Host and event manager requirements

Social and networking events, worldwide. Reviewed and appointed by KAPWA Connection.

KAPWA Connection runs on members meeting in person, and that only happens where somebody local makes it happen. We appoint hosts and event managers to run social gatherings, business networking evenings and shared experiences for members in their own city or country.

This is a role we appoint rather than open to everyone. Members are trusting a host with their evening, their money and their personal safety, so every host is checked before their first event. This document is what we need from you.

Who we are looking for

- Anywhere in the world. You do not need to be in New Zealand or the Philippines. Members are joining from all over the world and every one of those countries needs somebody in it.
- 18 years or older, with the legal right to work or contract in the country you would host in.
- Contactable, and comfortable being the named person members deal with before and during an event.

Experience

- Demonstrable experience running events, gatherings or groups. Tell us what you have organised, how often, and for how many people.
- A relevant qualification or professional background: hospitality, events, tourism, community or social work, or something comparable.
- Contactable references, at least two, who have seen you run something.

Checks we complete before your first event

- Identity verification, the same standard we ask of every member.
- Reference checks against the referees you give us.
- A conversation about your venue, your numbers, your pricing and your plan for the evening.
- Confirmation that you hold, or can arrange, whatever public liability cover and permits your venue and country require.

What a host is responsible for

- The venue: booking it, agreeing what it costs, and being there before members arrive.
- The evening itself: welcoming members, introducing people, and keeping the gathering to what was advertised.
- Safety and conduct: acting on anything that makes a member uncomfortable, and reporting it to us afterwards.

- Money: only ever collected through KAPWA Connection, never in cash or into a personal account.
- Privacy: members' names, contact details and photographs are theirs. They are never passed on, published or used to promote anything without their consent.

What we provide

- The members: your event is listed in the app and on the website, and RSVPs and ticketing run through us.
- Support: guidance on running the evening, and somebody to call if something goes wrong on the night.
- The brand: artwork, wording and the standards an event is expected to meet.

How to apply

Send an expression of interest to partner.kapwaconnection@gmail.com. Tell us which city and country you are in, the kind of gathering you have in mind, what you have organised before, your relevant qualification or background, and two contactable references.

We will reply with what happens next: the checks above, a conversation about your first event, and how hosts are supported once appointed.

Appointment is at KAPWA Connection's discretion. Nothing in this document is an offer of employment, an agency agreement or a guarantee of events, attendance or income.

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